

No Child Left Behind Act of 2001

(NCLB)

P. L. 107-110

**Title VI, Part B, Subpart 2
Rural and Low-Income School Program**

Individual Application

Guidelines ∪ Instructions ∪ Assurances

Application Submission Date:

July 1, 2006

Grant Award Period:

July 1, 2006 – September 30, 2007

**Virginia Department of Education
Division of Instruction
Office of Program Administration and Accountability
P. O. Box 2120
Richmond, VA 23218-2120**

Application Guidelines

Purpose of Program and General Use of Funds

The purpose of Title VI, Part B, Subpart 2, Rural and Low-Income School Program is to support the five *No Child Left Behind* (NCLB) goals, which are:

- All students will reach high standards, at a minimum, attaining proficiency or better in reading/language arts and mathematics by 2013-2014.
- All limited English proficient students will become proficient in English and reach high academic standards, at a minimum, attaining proficiency or better in reading/language arts and mathematics.
- By 2005-2006, all students will be taught by highly qualified teachers.
- All students will be educated in learning environments that are safe, drug free, and conducive to learning.
- All students will graduate from high school.

This grant provides funds to rural school divisions that serve concentrations of children from low-income families. These funds may be used to support a broad array of local activities to enhance student achievement through one or more of the following seven categories:

- (1) Recruitment and retention of teachers includes the use of signing bonuses and other incentives;
- (2) Professional development for teachers includes programs that train teachers to utilize technology to improve teaching and to train teachers of students with special needs;
- (3) Educational technology (Title II, Part D, Enhancing Education Through Technology);
- (4) Parental involvement activities;
- (5) Activities authorized under Title IV, Part A, Safe and Drug-Free Schools and Communities;
- (6) Activities authorized under Title I, Part A, Improving Basic Programs; and
- (7) Activities authorized under Title III, Part A, Language Instruction for LEP and Immigrant Youth.

Application Submission and Approval Deadline

- The application submission date is July 1, 2006.
- A school division that submits an approvable application by July 1, 2006, will have the appropriate 2006-2007 funds available on a reimbursement basis as of July 1, 2006. A school division that submits an approvable application after July 1, 2006, will have the appropriate 2006-2007 funds available on a reimbursement basis as of the date the application is received at the department.

Submissions to the Department of Education

- Applications will be submitted using the Web-based Online Management of Education Grant Awards (OMEGA) system. See instructions for the electronic application completion and submission process on page 3.
- The signed application cover page **should not be submitted** to the Virginia Department of Education. The application cover page signed by the division superintendent and the local school board chairperson should be retained and filed at the division level. **THE SIGNED APPLICATION COVER PAGE THAT WILL BE RETAINED AT THE LOCAL LEVEL AND THE ONLINE CERTIFICATION BY THE SUPERINTENDENT WILL INDICATE COMPLIANCE WITH APPLICATION ASSURANCES.** See additional information on assurances in the “General Assurances and Program Specific Assurances” section on page 3.

Revisions and Amendments to Applications

- Revisions are edits that are necessary to the program, application, or budget *before* approval can be granted. Revisions to the application can be made after the original submission and prior to the receipt of the official grant award notification.
- Amendments are changes that are made to the program, application or budget *after* the receipt of the official grant award notification. Amendments can be made during the entire grant award period. An electronic amendment form must accompany all amendments.
- All changes, whether revisions or amendments, should be made to the original or most current version of the application Microsoft Word file. The file should then be re-submitted to the same e-mail address used for the original submission of the application file. Additional information is available in the online technical assistance document located at:
<http://www.doe.virginia.gov/VDOE/Instruction/OCP/nclb-applications.html>.

Release of Federal Funds and Grant Award Period

- At the conclusion of the approval process, Title VI, Part B, Subpart 2, funds are released to school divisions on a reimbursement basis. Funds are generally released in two parts from the United States Department of Education. The approximate July 1 amounts for most are 21-25 percent of the total allocation and the October 1 amounts are 75-79 percent of the total allocation. The full grant award period is July 1, 2006, through September 30, 2008. Carry-over requests for this grant period must be submitted by September 30, 2007.
- All changes, whether revisions or amendments, are made to the original or most current version of the application Microsoft Word file. The file is then re-submitted using OMEGA in a similar manner as was used for the original submission of the application file. Additional information on amendment submission is available in the online technical assistance document located at:
<http://www.doe.virginia.gov/VDOE/Instruction/OCP/nclb-applications.html>.

Appendix A: General Assurances

- Assurances represent policies, procedures, and activities that must be developed by the school division to carry out the provisions of the law. The “General Assurances” are located at the end of this document and must be retained at the division level.
- **THE SUPERINTENDENT/DESIGNEE’S AND BOARD CHAIRPERSON’S SIGNATURES ON THE APPLICATION COVER PAGE CERTIFY THAT THE LOCAL EDUCATIONAL AGENCY WILL IMPLEMENT THE GENERAL AND PROGRAM SPECIFIC ASSURANCES. THE SIGNED ORIGINAL OF THE APPLICATION COVER PAGE MUST BE RETAINED AT THE DIVISION LEVEL.**

Instructions for Electronic Completion and Submission of Application

- The application has been created as a Microsoft Excel form. Users will be allowed to enter information only in areas of the application in which they see a white box. The “Tab” key should be used to move from box to box. **Do not** use the “Enter” key to advance to the next box.
- The completed application must be saved as a Excel document with the following name: “XXXTitleVIB06-07.xls” (the “XXX” should be replaced by the three-digit LEA/Payee Code for your particular division). For example, Accomack County’s Title VI, Part B, Subpart 2, application should be saved as “001TitleVIB06-07.xls” in the electronic files on your computer.
- The completed application should be uploaded to the OMEGA system by selecting the appropriate options to indicate the type of application (individual or consolidated) and then the appropriate federal program(s) in the application(s).
- OMEGA can be accessed through the Virginia Department of Education (VDOE) Single Sign-on for Web System (SSWS) located at: <https://eb01.vak12ed.edu/ssws>.
- A log-in ID and password are necessary to access the system.
- Additional information and guidance regarding the submission of the application using OMEGA can be found in the technical assistance document at:

<http://www.doe.virginia.gov/VDOE/Instruction/OCP/nclb-applications.html>. If additional technical support is needed, please e-mail OMEGA.Support@doe.virginia.gov or call (804) 371-0993.

- All other correspondence should be directed to Gabie Frazier at Gabie.Frazier@doe.virginia.gov.
- Do not mail print copies of the application to the Virginia Department of Education. Print copies of the application and an original cover paged signed the division superintendent and local board chairperson along with the assurances must be maintained at the division level.

Instructions for Completing the Application

A. COVER PAGE (PAGES 1-2)

1. The applicant will complete the school division information section. Click the drop down box that appears at the end of the Applicant (Legal Name of Agency) to find your school division name. This feature will automatically insert your school division name and number throughout the application.
2. The designated division representative will complete the Local Educational Agency Certification by securing all appropriate signatures and by indicating the date of the school board meeting.
3. The local school board must review and approve the application prior to submission to the Virginia Department of Education.
4. Once you have clicked on your school division name, on page 2 the 2005-2006 funding allocations will appear in the box in the column labeled 2005-2006 Allocation. A “yes” or “no” will also appear in the column marked 2005-2006 Consolidated application.
5. In the column to the right labeled, 2006-2007 Allocation Total, enter your school division’s allocations for Title VI, Part B, Subpart 2, to be included in the 2006-2007 Individual Application. If you do not have your 2006-2007 allocation, use the 2005-2006 amount.

B. ACCOUNTABILITY (PAGE 3) — RESPONSE LIMIT: 1 PAGE

NOTE: Section 6224 (e) Determination Regarding Continuing Participation - As stated in this section, after the third year of participation, the school division must make adequate yearly progress (AYP) and meet the eligibility criteria in order to continue to receive a grant under this subpart. Standards of Learning (SOL) tests administered in the spring of 2006 will be used to determine whether a school division makes AYP.

If after the third year of participation, the division did not make AYP as determined by the spring 2006 SOL test scores, but met the U.S. Department of Education’s criteria, it could continue to receive funds under this subpart on a conditional basis. The condition is that the school division would have to use all of the Title VI, Part B, Subpart 2, funds it received for division improvement as stated in Section 1116, Title I, Part A. A school division not making AYP after its third year of participation no longer has the option of using funds from this subpart in any of the other seven categories.

Therefore, please check the applicable box on page 3. If the school division made AYP and the box “YES” is checked, complete section C. USE OF FUNDS on page 3, and complete section D. PROGRAM NARRATIVE, as indicated.

If the school division did not make AYP and the box “NO” is checked, complete section D. PROGRAM NARRATIVE pages 4 - 5 according as to how the division will be using these funds for division improvement, as stated in Section 1116, Title I, Part A.

C. USE OF FUNDS (PAGE 3) ---- RESPONSE LIMIT: 1 PAGE

The Rural and Low-Income School Program grant allows for expenditures indicated in the areas (F1-F7) listed on page 3. These expenditures are to be aligned with the measurable objectives indicated in the application and are to support the NCLB Performance Goals listed on page 4. However, if after the third year of funding, a school division did not make AYP, it may only use these funds for division improvement, as stated in Section 1116, Title I, Part A.

D. PROGRAM OVERVIEW (PAGES 4-5) --- RESPONSE LIMIT: 2 PAGES

In narrative format:

1. Describe the instructional program to be developed with the requested federal funds or how these funds will be used for division improvement in accordance with Section 1116.
2. Include the targeted population(s). (Examples: NCLB subgroups of students: economically disadvantaged, major ethnic or racial groups, limited English proficient students, and students with disabilities, homeless and migrant students, instructional and administrative staff, paraprofessionals, parents, etc.)
3. Discuss how the division's program will contribute to the achievement of the NCLB goals.

E. COORDINATION OF SERVICES (PAGE 6) — RESPONSE LIMIT: 1 PAGE

Describe the partnerships within your division between this program and other federal, state and/or local programs in the delivery of services to the targeted population(s). Describe the collaboration of program staffs, parents, and the community to provide services and activities that will contribute to the attainment of the measurable objectives in the application. If these funds are restricted to division improvement, describe how the locality will coordinate Title VI funds with other division improvement funds.

F. MEASURABLE OBJECTIVES (PAGES 7-9)

1. In the tables on pages 7 - 9, as needed, state the measurable objectives that will guide the development of the program to be funded with the requested federal funds. Measurable objectives may be continued/revised from the previous school year.
2. Describe the scientifically-based services and activities (programs, models, instructional methods and techniques) that will be implemented to achieve each objective and that will be supported by the requested funds.
3. See the definition and examples of measurable objectives below.

What is a Measurable Objective?

A measurable objective has four components:

1. Subject (Who is the target or focus?);
2. Behavior (What will be changed/improved?);
3. Specific criteria for assessing improvement, readiness, or achievement; and
4. Time period for performance or assessment.

Examples:

1. In the spring of 2007, 85 percent of the 5th grade students taking the Standards of Learning writing test will score 400 or higher.
2. During the 2006-2007 school year, quarterly Homework Helper Workshops for Parents will be presented as evidenced by announcements and sign-in sheets.

NOTE: It is anticipated that 2005-2006 *student-level* Standards of Learning test results will arrive in the school divisions prior to the application deadline. Though unofficial, schools and school divisions should examine these data for student progress toward the attainment of the adequate yearly progress (AYP) as well as for the development of annual measurable objectives in reading/language arts and mathematics.

School divisions that have not received the data in sufficient time to complete certain measurable objectives by the application deadline should still consider submitting the application on time. Upon receipt and analysis of the student-level data, divisions should submit a revised electronic application and an electronic amendment form.

G. BUDGET (PAGES 10-15)

1. The program budget must reflect resources needed to achieve the measurable objectives.
2. Complete the following budget forms:
 - Budget Summary
 - Detailed Budget Breakdown
 - Justification for Supportive Services – Object Code 3000
 - Justification for Professional Development – Object Code 3000
 - Justification for Travel Cost – Object Code 5000
 - Justification for Capital Outlay – Object Code 8000
3. The “Expenditure Accounts Description” provides definitions for the object codes. Please carefully review page 16.

Appendix A

ASSURANCES

The assurances should be kept on file in the division.

GENERAL ASSURANCES

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|-----------------------------|---|
| Title I, Part A | – Improving Basic Programs Operated by Local Educational Agencies |
| Title I, Part C | – Education of Migratory Children |
| Title I, Part D, Subpart 2 | – Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk |
| Title II, Part A | – Teacher and Principal Training and Recruiting Fund |
| Title II, Part D | – Enhancing Education Through Technology |
| Title III, Part A | – English Language Acquisition, Language Enhancement and Academic Achievement |
| Title IV, Part A | – Safe and Drug-Free Schools and Communities |
| Title V, Part A | – Innovative Programs |
| Title VI, Part B, Subpart 2 | – Rural and Low-Income School Program |

The school division assures:

- I. Each program will be administered in accordance with all applicable statutes, regulations, program plans, and applications;
- II. The control of funds provided under each program and title to property acquired with program funds will be in a public agency, a nonprofit private agency, institution, organization, or an Indian tribe, if the law authorizing the program provides for assistance to those entities;
- III. The public agency, nonprofit private agency, institution, or organization, or Indian tribe will administer those funds and property to the extent required by the authorizing statutes;
- IV. It will adopt and use proper methods of administering each program, including—
 - A. The enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program;
 - B. The correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation and that:
 1. It will maintain fiscal effort in support of free public education;
 2. It will provide services with state and local funds that are at least comparable to services provided in schools and areas not receiving special federal funds;
 3. The majority of the resources in the school division are derived from non-federal funds;
 4. It is in compliance with the requirements regarding school prayer as specified in P. L. 107-110, Title IX, Section 9524;
 5. It will comply with the audit requirements for each program;
 6. The federal funds are used to supplement, not supplant regular non-federal funds;
 7. It will cooperate in carrying out any evaluation of each program conducted by or for the state educational agency, the Secretary, or other federal officials;
 8. It will use such fiscal control and fund accounting procedures and will ensure proper disbursement of, and accounting for, federal funds paid to the applicant under each program;
 9. It will submit such reports to the state educational agency (which shall make the reports available to the Governor) and the Secretary of Education as the state educational agency and Secretary may require to enable the state educational agency and the Secretary to perform their duties under each program;
 10. It will maintain such records for five years, provide such information, and afford such access to the records as the state educational agency (after consultation with the Governor) or the Secretary may reasonably require to carry out the state educational agency's or the Secretary's duties;

11. It consulted with teachers, school administrators, parents, members of the community, nonprofit organizations and other interested parties in the development of this plan;
12. It afforded a reasonable opportunity for public comment on the plan or application and considered such comment before the application was submitted;
13. It is in compliance with the requirement regarding equal access to public school facilities as specified in P. L. 107-110, Title IX, Section 9525;
14. It will comply with the other application requirements outlined in
Section 9501. Private School Children;
Section 9502. Bypass; and
Section 9521. Maintenance of Effort under Title IX – General Provisions;
15. It will notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:
 - a) whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - b) whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
 - c) whether the child is provided services by paraprofessionals and, if so, their qualifications; and
 - d) the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
16. It will provide information in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand;
17. It will ensure that funds are expended in accordance with the school division's approved application or amended application. In the event the local division needs to expend funds in any manner other than stipulated in the approved application, the plan must be amended using the amendment process provided by the Department of Education. The application must be amended before funds can be expended for activities not approved in the original application;
- C. That it will collect and disseminate information collected under Section 1111 in a manner that protects the privacy of individuals;
- D. That it will abide by the School Improvement provisions of Title I, Section 1116, that include among other requirements, the provisions of public school choice and supplemental educational services, as appropriate, for schools identified for Title I School Improvement.
- E. That it will abide by the LEA Improvement provisions of Title I, Section 1116, as appropriate, for divisions that are identified for LEA Improvement.
- V. The division shall comply with Section 22.1-277.01, of the Code of Virginia that requires the expulsion for one year of any student determined to have brought a firearm to school. A description of each incident, the name of the school concerned, the number of students expelled from each school, and the type of firearm used in each instance of expulsion will be reported to the Virginia Department of Education in compliance with provisions under Section 4141 of Title This agency has a policy that requires referral to the criminal justice or the juvenile delinquency system of any student who brings a firearm or weapon to school;
- VI. It will participate, if selected, in the state National Assessment of Educational Progress in 4th and 8th grade reading and mathematics carried out under Section 411(b)(2) of the National Education Statistics Act of 1994.